Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Mehta& Modi Realty Kowkur LLP	Date:	10.09.2022
Site:	Greenwood Heights	Prepared by:	D Devi
Report From / To	03.09.2022 to 10.09.2022	Approved by:	A Suresh
Report Date	10.09.2022		

List of requisitions numbers missing in the report*:- 142180

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date	Serial no of item in Req	Item Description	Reason for not preparing PO/WO#
142102	26-07-2022	1 to 5	Armoured cable	Po to be issue
142137	09-08-2022	1	Cable Tray	Po to be issue
142152	18-08-2022	1,2	Toys-cars & dolls	Po to be issue
142183	06-09-2022	1	PVC Reducer Tee	Po to be issue
142186	07-09-2022	1	LED Surface square light	Po to be issue
142188	07-09-2022	1	Gas Cylinder	Po to be issue

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

Req No.	Req Date	Serial no of item in Req	Item Description	Details of discussion with supplier$
141447	05-05-2022	3	MS Grills	Po no 88057 sup:SSLLP delivery in this week
141903	25-05-2022	1	MS Grills 3' X 4'	Po no 88798 sup:SSLLP delivery on next week
141964	11-06-2022	1	Floor tile country almond	Po no :89136 sup:SSLLP delivery in this week
142003	24-06-2022	3,5,7	Bathroom wall tiles	Po no 89921 sup: SSLLP delivery in this week
142015	11-07-2022	2	MS Grills	Po no :89881 sup:SSLLP delivery on next week.
142037	04-07-2022	1 & 3	Floor Large tiles	Po no 89697 sup:SSLLP delivery in this week.
142040	04-07-2022	5	Malasian Brown DK	Po no 89700 sup:SSLLP delivery in this week.
142051	07-07-2022	1,2	Large tiles (Tagus & marbo opera) tiles	Po no :89837 sup:SSLLP delivery on thursday.
142054	07-07-2022	1,2	Large tiles	Po no 89976 sup: SSLLP delivery on next week
142075	15-07-2022	1 to 9	Creche toys & books	Po no 90297 sup: SSLLP delivery in this week
142087	20-07-2022	1 to 2	Tagus & Marbo-opera tiles	Po no 90292 sup:SSLLP delivery on next week
142112	01-08-2022	1	Powder coated grill	Po no 90648 sup:SSLLP delivery on next week.
142115	02-08-2022	1	Guard Alert siren	Po no :90703 sup:Parshva Global delivery on next week.
142125	04-08-2022	2,3,5,7,8	Ceramic Wall Tiles	Po no 90806 sup. SSLLP delivery on next week.
142159	23-08-2022	1	SS Dust Bin	Po no:91289 sup:Veerabhadra Enterprises delivery in this week.
142160	24-08-2022	1 to 8	SS Name Plate	Po no:91343 sup: Legend Elevations delivery on next week.
142163	24-08-2022	1	MS Mesh work	Po no 91333 sup: Nandana Fire Protection delivery in this week.

No. of gate passes issued this week:	01	From No.	Nil	To No.	Nil
Delivery van site visit on:	03-09-2022 to 07-09-2022, 09-09-2022.				

Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes

Other corrections & remarks:

Details of steel & cement stock

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod - kgs	Stock at site - no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74	Nil	Nil	Nil
2.	10mm	.617	7.404	Nil	Nil	Nil
3.	12mm	.89	10.68	Nil	Nil	Nil
4.	16mm	1.58	18.96	Nil	Nil	Nil
5.	20mm	2.47	29.64	Nil	Nil	Nil
6.	25mm	3.86	46.32	Nil	Nil	Nil

7.	32mm	6.32	75.84	Nil	Nil	Nil	
8.	Binding wire			Nil	Nil	Nil	
OPC stock		OPC last weeks stock		PPC/PSC stock	298	PPC/PSC last weeks stock	315
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		A Suresh		D Devi			
Date		10.09.2022		10.09.2022			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks – For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. $ Suggested remarks - Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabrication not received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send reply to this report within one week. 10. Follow up for WO is the responsibility of engineers at site – purchase to write 'NA' in reply to this report. 11. Admin officers/managers must call all suppliers on a daily basis for follow-up – DO NOT CALL PURCHASE!